

HOUSING DIVISION

Single-Family Residential Tax Incentive
New Construction/Renovation/Residential Conversions
PHASE 1

READY FOR OPPORTUNITY APPLICATION

Phase One: Preconstruction Conditional Approval for Tax Abatement for **Three or Less Units**
Certification consist of a two-phase application process: Phase 1 (Pre-construction) and Phase 2 (Post Construction)

Application Fee: \$

Plan Approval Date:

Permit Date:

Section 1 – Property Owner and Developer Information

Permanent Parcel Identification No.: Year Built:

Property Address: Zip Code:

Current Market Value Total (Land and Improvement)
As indicated on Franklin County Auditor's website. \$ # Units:

Property Owner:

Developer(if applicable): Contact:

Mailing Address (if different):

Phone Number: Email Address:

Section 2 – Property Information

A. Community Reinvestment Areas (CRA):

Your property must be located within one of two (2) Columbus CRA's. (maps and additional information is available on our website: <https://columbus.gov/housingdivision/residentialtaxincentives/>)

☐ Franklinton: Area G

☐ Linden

INSTRUCTIONS:

- Please complete section A through E (Pages 1-3) for Phase 1 and Section E through H (Pages 4-6) for Phase 2.
- Complete a separate application for each Parcel Identification Number.
- List Property Address as shown on Franklin County's website or submit a copy of City of Columbus Certified House Number/Address Plat for address changes.
- Processing time may take up to 6 weeks to complete applications.

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B. Construction & Occupancy Type (Required):

1. Type of Improvement:

- ☐ New Construction – (New Build without existing structure)
☐ Renovation - (Alter, Remodel, Restore, Improve existing structure or New Garage Build)
☐ Conversion from Non-residential to Residential – submit approved Residential variance w/Phase 2 app.

2. Occupancy:

- ☐ Owner-occupied ☐ Rental

Section 3 – Improvements

C. Construction Estimates: (choose one)

New Construction:

Estimated total cost of new construction: \$

or

Renovation:

Estimated total cost of renovation: \$

D. Construction Information: Complete this section, and submit the following:

1. Written Description Summary

- a. Provide a (1) one page narrative of improvements to include Scope of Work and the following information: 1) Total Square Footage 2) Number of bedrooms and baths 3) Garage spaces and include if garage is attached or detached.

2. Include documentation to support estimate of improvements (bid, estimate or a contract) from a contractor.

3. Building Permit Number (Attach copy)

4. Projected Completion Date:

5. Submit the following Photos:

- a. Properties or vacant land on either side **and** directly across the street. (Attach copy)
b. Front and rear photos of property to be renovated. (Attach copy)
c. Pre-construction **photos of interior and exterior projects** to be renovated. (Attach copy)
d. Front and rear elevations of new construction. (Attach copy)

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Section 4 – Certification

E. Applicant Certification for Phase One Preconstruction Application:

Does Property Owner owe:

1. Any delinquent taxes to the State of Ohio or a political subdivision of the State? **Yes** ☐ **No** ☐
2. Any other monies to the State or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? **Yes** ☐ **No** ☐

If yes to either of the above, please provide on a separate sheet of paper details of each incident, including the date, location, amounts and case or identification numbers (Attach to Application).

The applicant certifies that all information in this application and all information furnished in support of this application are true and complete to the best of the applicant's knowledge and belief. Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Signature of Owner(s) of property as recorded

Date

Printed Name and Title

Please mail or submit in-person **originals** of pages 1-3 of this application to:

Department of Development, Housing Division
Attn: Michelle Castrogiovanni, Residential Tax Incentive Program
111 N. Front Street, 3rd Floor
Columbus, OH 43215

For further information regarding this program please call Michelle Castrogiovanni at (614) 645-3219 or by e-mail at mrcastrogiovanni@columbus.gov or visit our web site at:
<https://columbus.gov/housingdivision/residentialtaxincentives/>

HOUSING DIVISION
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PHASE 2

Phase Two: Post Construction Certification Approval for Tax Abatement for **Three or Less Units**
Certification consist of a two-phase application process: Phase 1 (Pre-construction) and Phase 2 (Post Construction)

Section 1 – Property Owner and Developer Information

Permanent Parcel Identification No.:	<input type="text" value="-"/>	Year Built:	<input type="text"/>	
Property Address:	<input type="text"/>		Zip Code:	<input type="text"/>
Current Market Value Total (Land and Improvement) <i>As indicated on Franklin County Auditor's website.</i>	<input type="text" value="\$"/>	# Units:	<input type="text"/>	

Property Owner:

Developer(if applicable):

Contact:

Street Address:

City, State, and Zip Code:

Phone Number:

Email Address:

Section 2 – Property Information

B. Community Reinvestment Areas (CRA):

Your property must be located within one of two (2) Columbus CRA's. (maps and additional information is available on our website: <https://columbus.gov/housingdivision/residentialtaxincentives/>)

☐ Franklinton: Area G

☐ Linden

Please Note:

1. Submit original signed applications. **DO NOT** photocopy or e-mail applications.
2. Incomplete applications **will** be delayed until all documentation has been satisfied.
3. Applicant agrees to supply additional information upon request.
4. Property **will** be subject to annual exterior inspection during the abatement period.

READY FOR OPPORTUNITY APPLICATION

B. Construction & Occupancy Type (Required):

1. Type of Improvement:

- ☐ New Construction – (New Build without existing structure)
- ☐ Renovation - (Alter, Remodel, Restore, Improve existing structure or New Garage Build)
- ☐ Conversion from Non-residential to Residential – (submit approved Residential variance w/Phase 2 app.)

2. Occupancy:

- ☐ Owner-occupied
- ☐ Rental

Section 2 – Improvements

F. Final New Construction: Complete this section and submit the following:

1. Total **actual cost** of New Construction: \$
2. Include with the application documentation to support cost of improvements: (Attach copy)
3. Building Permit Number (Attach copy):
4. Issuance Date of Building Permit:
5. Completion Date (Attach copy of **Certificate of Occupancy**):
6. Proof of ownership, such as Closing Disclosure or Franklin County Auditor Summary (Attach copy)
7. Photo of exterior front and back

G. Final Renovation: Complete this section and submit the following:

1. Total **actual cost** of Renovations \$
2. Include with the application documentation to support **actual cost** of improvements **and** proof of payment: (Attach copy)
Three acceptable examples are:
 - a. Affidavit of draw payments of the construction contract and a description of the work completed.
 - b. Notarized List to include general categories of the work completed, the date the work was completed, and each category's expense. A labor cost for your own work can also be included. **Provide supporting documentation of expenses.**
 - c. Final Invoice(s) with proof of payment totaling the actual cost of improvement.
 - d. AIA Application and Certificate for Payment Document G702
3. Building Permit Number (Attach copy):
4. Issuance Date of Building Permit:
5. Completion Date (Attach copy of Certificate of Occupancy):
6. Proof of ownership, such as Closing Disclosure or Franklin County Auditor Summary (Attach copy)
7. Photos of exterior front and back

READY FOR OPPORTUNITY APPLICATION

Section 3 – Certification

H. Applicant Certification for Phase Two Certification Application:

The applicant certifies that all information in this application and all information furnished in support of this application are true and complete to the best of the applicant's knowledge and belief. Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Signature of Owner(s) of property as recorded

Date

Printed Name and Title

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